

NOTE: The information/documents listed are required to complete the transfer.

INMATE ARRIVAL NOTIFICATION

(FOUO/Privacy Act 1974)

Confinement NCO _____ Phone number _____ AFB _____
POC at AF Detachment (USDB) _____ Date/time called USDB _____
Name, rank and phone number of SFS commander _____
Name, rank and phone number of AFOSI commander _____

Do you have a copy of the Report of Investigation? Yes _____ No _____ **(High interest item for transfer)**
Has the PCIII Record Review RIP and AMJAM RIP been ordered? Yes _____ No _____ **(Don't forget to FAX)**
Was HQ AFSFC/ SFCI, Lackland AFB (LAFB) contacted? Yes _____ No _____
Name of person contacted? _____ Date _____

Facility Location (if different from top line) _____
Number of Inmates _____ Number of Escorts _____ Date of Arrival _____
Names of Escorts _____
Flt # _____ Airline _____ Time of Arrival _____
Arrival Site _____
Is transportation from KCI airport requested? Yes _____ No _____ **(FAX Itinerary)**

Name of Inmate _____ SSN _____ Branch of Service _____
Rank _____ AFSC _____ Squadron of assignment _____
Last location of enlistment (Base) _____ Home of Record (City/State) _____
Name, Rank, and Phone number of inmate's commander _____
Offenses _____
Sentence _____

_____ **(FAX Report of Result of Trial)**

Who is the Convening Authority (CA)? _____
Are there any suicidal/homicidal/homosexual/assault thoughts, tendencies, or history? _____

Are there any medical problems current or ongoing? _____

Is the inmate an escape risk? _____ Why? _____
Is there any additional information the USDB should know about this individual? (i.e. locksmith, survival training, black belt, etc.) _____

The Following Items are Required for Transfer to USDB; W/O these items transfer may be DENIED:

| | |
|--|---|
| ___ PC III AMJAM Report (FAX) | ___ Court Martial Orders (if published) |
| ___ Confinement Orders (to include pretrial and civilian cnf, etc) (FAX) | ___ Record of Trial (if published) |
| ___ PCS/PCA Orders | ___ Statement of Conduct (from present facility) |
| ___ Report of Result of Trial (and any pretrial agreement) (FAX) | ___ Victim/Witness Notification (DD Form 2704) |
| ___ Medical Records | ___ Current Records Review RIP (from PCIII) (FAX) |
| ___ Report of Investigation (OSI/CID/Police Dept. Report) | ___ Dental Records (mailed to USDB) |
| ___ Correctional Treatment File | ___ UPRG Records (mailed to HQ AFSFC after CA acts) |
| ___ Current DD Fm 93 (FAX) | ___ DD Fm 2710/Inmate Background Summary (FAX) |
| ___ Itinerary (FAX) | ___ FAP/Mental Health/Drug and Alcohol Record (Copy) |

Personal Items Allowed With Inmate: (NOTE: NO other items AUTHORIZED; escorts will carry excess items back to unit)

| | |
|--|--|
| ___ Service Dress (Most likely will be given back to escorts after transfer) | ___ Prescription eyeglasses |
| ___ Money must be in a check form payable to USDB PDF | ___ Address/address book |
| ___ Items listed on USBD transfer letter that was faxed to you | ___ Bible or equivalent w/o book cover |
| ___ 1 plain wedding band w/o stones | ___ Legal papers |

Remarks: Fax us a copy of this checklist, Conf. Order, Rpt. of Results of Trial, Emer. Data Card, PCIII RIP, DD FM 2710, AMJAM Report and Itinerary before transfer occurs...Our fax is 552-5369

Do you or base personnel need an Escort Info Package, if so make AF Det aware & provide a fax number: _____
Does the inmate have an approved Pay Waiver? Yes _____ No _____ (local SJA will have info) If yes, how many months? _____

Important Phone Numbers:

Commercial

DSN

| | | |
|-------------------------------------|--------------|----------|
| USDB South Gate | 913-684-4330 | 552-4330 |
| USDB Control (24 HR Contact Point) | 913-684-3061 | 552-3061 |
| Ft Leavenworth Billeting | 913-684-4091 | 552-4091 |
| Air Force Detachment (0730-1630 CT) | 913-684-5577 | 552-5577 |
| AF Det Fax | 913-684-5369 | 552-5369 |

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